

# GRADUATE RESEARCH FUND (GRF) PROGRAM

## College of Science and Health Instructions

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**Purpose** – The Graduate Research Fund (GRF) Program is to support DePaul graduate students in their pursuit of research and scholarship. The program provides funding for the implementation of research and/or for supporting the presentation of research outcomes at academic conferences.

**Eligibility** – All full-time and part-time *College of Science and Health graduate students* in good standing are eligible to apply. Selection will be based on merit of the proposal and any other considerations that may be deemed necessary for equitable distribution of resources by the award committee.

- ***This funding supports travel for students who are a primary author and identified as a lead or co-lead presenter in the conference program.***
- ***Students are required to have documentation of acceptance of their presentation prior to applying.***

**Local Travel Restrictions:** For local travel requests (e.g., anything in the Chicago area, suburbs, or nearby cities), only conference registration (& possibly membership if required) are eligible expenses. Food, lodging, and transportation are not covered by the GRF, so please budget accordingly.

### Research Awards

- **Awards of up to \$700 for travel to *present* at a professional academic conference OR**
- **Awards of up to \$700 to support a specific research activity** (e.g., equipment, supplies, participant incentives)

Students can apply for 1 award of \$700 or 2 awards that combine up to this amount per academic year.

**Payment:** If approved for funding, you will receive a payment in the form of a voucher in the amount of up to \$700, depending on the nature of your application, amount requested, and committee decision. Students working with their unit to purchase expenses must indicate this plan on their GRF application. This only applies to particular units and with advance arrangements. Applicants should check with their program director prior to applying to see if this is an option for their unit. Please note that award notifications may take around 3 weeks, and then payments take additional time.

Following award notification, you will be contacted by CSH Research with further information regarding your payment. Recipients will be sent a Vendor Information Form (VIF) and asked to submit it directly to **Accounts Payable** ([accountspayable@depaul.edu](mailto:accountspayable@depaul.edu)) to finalize their payment. This form is required for all award payouts from the university and must be received directly from the recipient. **To maintain confidentiality, recipients should not copy or forward their VIF form to CSH Research or other parties outside of Accounts Payable.**

**Application cycle deadlines** – There are three application dates per year: applications are due **October 1 (Fall Quarter), February 1 (Winter Quarter), and May 15 (Spring/Summer Quarters)**. Students are encouraged to apply close to the date of their conference (before or after the conference); however, they are welcome to apply as soon as they have confirmation of acceptance. Applications submitted after the deadline (e.g., October 2<sup>nd</sup> for the October 1<sup>st</sup> deadline) will not be considered, so please allow time for your faculty sponsor to submit the endorsement. Students should discuss the GRF and their plans for submission with their faculty sponsor, as well as ask for an endorsement at least 2 weeks prior to the deadline. If a particular deadline is missed, the application may be submitted and/or considered for the next cycle.

**Application** – Graduate students should complete the [GRF Application online](#). This application includes the project title, project description, detailed budget, presentation abstract, and documentation of acceptance (if giving a presentation at an academic conference). Faculty sponsors should complete the [GRF Sponsor Endorsement](#) online that addresses the importance and merit of the proposed research-related fund request, how the proposal fits with the applicant's educational and professional goals, and how obtaining the requested funds will further the applicant's progress. **In cases of co-leadership, both students and faculty mentors must provide justification of co-leadership, authorship, and a description of their individual contributions to the project.** Be sure to obtain appropriate IRB/IBC approval prior to conducting research and applying for funding.

Applications will be reviewed for merit by the CSH Graduate Research Fund Committee.

Criteria for Approval of Graduate Student Requests for Funding include:

1. The value of the scholarly presentation or research project for the career development of the student
2. The potential of the funding to support the applicant's professional development and engagement in graduate-level learning
3. The justification for why the need for research support cannot be met by the student's home department
4. The equitable distribution of available funding

Taxability of Research Awards

Since award recipients will not be required to account to the university as to how an award is spent, award amounts may be subject to tax reported, and in some cases tax withholding, by the university in the year an award is paid to a recipient, as required by IRS rules and regulations. Awards of \$600 or more are taxable. Regardless of whether or not an award amount is tax

reported, the recipient is responsible for determining the income tax liability they may have, if any, associated with receiving an award. The university recommends recipients consult with a qualified tax professional.

Questions regarding the GRF should be directed to [CSHResearch@depaul.edu](mailto:CSHResearch@depaul.edu) or Dr. Susan D. McMahon, Associate Dean for Research and Graduate Programs, at [smcmahon@depaul.edu](mailto:smcmahon@depaul.edu).

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